

Indoor Air Quality Certification Scheme for Offices and Public Places

To improve the indoor air quality (IAQ) and promote public awareness of the importance of IAQ, the HKSAR Government has implemented an IAQ Management Programme. A core element of the Programme is to launch a voluntary IAQ Certification Scheme for Offices and Public Places. This leaflet sets out the background and benefits of the Scheme; and shows you how to participate in it.

What is "IAQ Certification Scheme for Offices and Public Places"?

The IAQ Certification Scheme for Offices and Public Places (the Certification Scheme) aims to:

- recognise good IAQ management practices; and provide incentives for owners of
- premises/buildings or property management companies to pursue the best level of IAQ.

Key features of the Certification Scheme include:

- a voluntary and self-regulatory approach is adopted
- two-levels of IAQ objectives (Excellent Class and Good Class, see Table 1) are provided to suit the needs of different premises/ buildings
- an IAQ certificate is available for display in the premises to inform occupants and the public of the good IAQ in the premises
- an owner can choose to certify the entire building or selected location(s)
- continuous efforts are required to maintain post-certification IAQ

Table 1: IAQ Objectives for Offices & Public Places

Parameter	Unit	8-hour average	
		Excellent Class	Good Class
Room Temperature	°C	20 to < 25.5	< 25.5
Relative Humidity	%	40 to < 70	< 70
Air Movement	m/s	< 0.2	< 0.3
Carbon Dioxide (CO ₂)	ppmv	< 800	< 1,000
Carbon Monoxide (CO)	µg/m ³	< 2,000	< 10,000
Respirable Suspended Particulates (PM ₁₀)	µg/m ³	< 20	< 180
Nitrogen Dioxide (NO ₂)	µg/m ³	< 40	< 150
Ozone (O ₃)	µg/m ³	< 50	< 120
Formaldehyde(HCHO)	µg/m ³	< 30	< 100
Total Volatile Organic Compounds(TVOC)	µg/m ³	< 200	< 600
Radon(Rn)	Bq/m ³	< 150	< 200
Airborne Bacteria	cfu/m ³	< 500	< 1,000

Who May Participate?

In general, owners or property management companies of buildings or premises used as offices or public places that are served by mechanical ventilation and air-conditioning (MVAC) systems may participate.

Why Participate?

Good IAQ in offices and public places could-

- enhance comfort level of the occupants
- increase productivity of the workers
- attract more tenants or customers

By participating in the Certification Scheme, your efforts in achieving good IAQ will be publicly recognized. It will also help develop a partnership among all parties concerned in the premises in maintaining a pleasant indoor environment.

How to Participate?

To participate in the Scheme, a premises/building owner or property management company should first engage an "IAQ Certificate issuing Body (CIB)" accredited by Hong Kong Accreditation Service (HKAS). The approved IAQ signatory of the CIB will lead a team of relevant personnel and specialists for the following activities:

- carry out walkthrough inspection
- advise measures required to deal with any identified IAQ problems
- conduct IAQ measurements to confirm compliance with the IAQ objectives (see Table 1)
- produce a report and issue an IAQ certificate for the concerned owner or management company to register with the IAQ information Center
- advise owners/management company how to manage the post-certification IAQ

Where Can I Get More Information?

- "A Guide on Indoor Air Quality Certification Scheme for Offices and Public Places" provides step-by-step guidance on how to participate in the Certification Scheme.
- "Guidance Notes for the Management of Indoor Air Quality in Offices and Public Places" sets out the general guidance on the management of IAQ.

The above guidebooks and other IAQ-related information are available from:

Indoor Air Quality Information Centre

1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong

Telephone : 2788 6177 Facsimile : 2788 6181

E-Mail: enquiry@iaq.gov.hk

Web Site: <http://www.iaq.gov.hk/>

Indoor Air Quality
Information Centre
室內空氣質素資訊中心

環境保護署
ENVIRONMENTAL
PROTECTION DEPARTMENT

Indoor Air Quality Certification Scheme for Offices and Public Places

辦公室及公眾場所 室內空氣質素檢定計劃

為改善室內空氣質素及加強公眾對這方面的關注，香港特別行政區政府已實施「室內空氣質素管理計劃」。計劃的一個主要部分，是推出自願參與的「辦公室及公眾場所室內空氣質素檢定計劃」（「檢定計劃」）。本單張介紹檢定計劃的背景及參與的好處，並解釋如何參與這計劃。

甚麼是「辦公室及公眾場所室內空氣質素檢定計劃」？

檢定計劃的目的是：

- 確認良好的室內空氣質素管理工作；及
- 鼓勵處所/樓宇的業主或物業管理公司致力達到最佳級別的室內空氣質素

檢定計劃的特點包括：

- 採用自願及自我規管的方式進行
- 採用兩個級別的室內空氣質素指標（「卓越級」及「良好級」，見圖表）以配合不同處所/樓宇的需要
- 獲發室內空氣質素檢定證書及所屬等級標貼，以便於處所內展示，讓使用者及公眾知曉
- 業主可選擇檢定整幢樓宇或部分的地點
- 檢定證書有效期為一年。在周年重檢時，每五年需要重新置度整套室內空氣質素指標的參數，而期間的四年，若符合條件，只需每年量度二氧化碳和可吸入懸浮粒子兩個參數
- 需繼續保持檢定後的室內空氣質素

圖表：辦公室及公眾場所的室內空氣質素指標

參數	單位	八小時平均值	
		卓越級	良好級
室內溫度	℃	20 至 < 25.5	< 25.5
相對濕度	%	40 至 < 70	< 70
空氣流動速度	m/s	< 0.2	< 0.3
二氧化碳(CO ₂)	ppmv	< 800	< 1,000
一氧化碳(CO)	µg/m ³	< 2,000	< 10,000
可吸入懸浮粒子(PM ₁₀)	µg/m ³	< 20	< 180
二氧化氮(NO ₂)	µg/m ³	< 40	< 150
臭氧(O ₃)	µg/m ³	< 50	< 120
甲醛(HCHO)	µg/m ³	< 30	< 100
總揮發性有機化合物(TVOC)	µg/m ³	< 200	< 600
氡氣(Rn)	Bq/m ³	< 150	< 200
空氣中細菌	cfu/m ³	< 500	< 1,000

誰可參與計劃？

一般來說，用作辦公室或公眾場所而又設有機械通風及空調系統的樓宇或處所的業主或物業管理公司，都可參與這計劃。

為何參與計劃？

辦公室及公眾場所如具有良好的室內空氣質素，可以一

- 提高使用者的舒適程度
- 增加員工的生產力
- 吸引更多租戶或顧客

你為達致良好的室內空氣質素而作出的努力，亦會因參與檢定計劃而得到公眾確認。由處所內各相關人士合力保持一個清新合意的室內環境，亦有助促進彼此間的伙伴關係。

如何參與計劃？

若要參與檢定計劃，樓宇/處所的業主或物業管理公司首先要聘請一間獲香港認可處認可的「室內空氣質素檢定證書簽發機構」，下稱「證書簽發機構」。「證書簽發機構」的核準室內空氣質素簽署人員會帶領一組相關人員及專家負責下列工作：

- 進行實地視察
- 如發現任何室內空氣問題，即建議須採取的補救措施
- 量度室內空氣質素，以確定符合室內空氣質素指標（見圖表）
- 編寫報告及簽發室內空氣質素檢定證書，讓有關業主或管理公司向室內空氣質素資訊中心註冊
- 建議業主或管理公司如何管理檢定後的室內空氣質素

如何取得更多資料？

- 《辦公室及公眾場所室內空氣質素檢定計劃指南》提供參與檢定計劃的詳細指引。
- 《辦公室及公眾場所室內空氣質素管理指引》提供管理室內空氣質素的一般指引。

以上刊物及其他有關室內空氣質素的資料，可向以下地方索取：

室內空氣質素資訊中心

香港九龍塘達之路 7 8 號生產力大樓一樓

電話: 2 7 8 8 6 1 7 7

傳真: 2 7 8 8 6 1 8 1

電郵: enquiry@iaq.gov.hk

網址: <http://www.iaq.gov.hk>

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